



New Alresford Town Council

COVID-19 Risk Assessment – Working in the Office

	Activity	Hazard	Risk to	Risk Level	Controls to Mitigate Risk	Optional Controls	Risk Level
1	Hand Washing	<ul style="list-style-type: none"> •Not washing hands •Not washing hands adequately. 	<ul style="list-style-type: none"> •Council staff •Visitors •Contractors •Delivery drivers 	M	<ul style="list-style-type: none"> •Staff only toilets with hot & cold running water, soap & paper towels. •Adequate toilet facilities for staff with anti-viral wipes •Office has adequate washing facilities, water, soap, paper towels. •Hand sanitiser available at each entry point to office •Individual hand sanitiser provided for the occasions people cannot access washing facilities. •Weekly stock check to ensure handwashing and sanitising products are available for all staff •Wash hands thoroughly after collecting and opening post/deliveries 	<ul style="list-style-type: none"> • Washing hands signage to be erected • Provide Handwashing guidance www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands • Use own hand lotion to prevent dry cracked skin with the increased use of sanitiser 	L
2	Cleaning	<ul style="list-style-type: none"> •Not cleaning surfaces, equipment and workstations 	<ul style="list-style-type: none"> •Council staff •Visitors •Contractors •Delivery drivers •Councillors 	M	<ul style="list-style-type: none"> •Staff to be responsible for own workstation •Workstations to be cleaned at least daily. •No sharing of workstations/hot desking •Each workstation to have adequate cleaning materials including antibacterial/viral products. •High use areas such as door handles, light switches and communal areas to be cleaned frequently using appropriate cleaning products and methods •Keep doors open where possible to reduce contact with handles •Office deep cleaned and fogged prior to staff returning to office. 	<ul style="list-style-type: none"> • Review frequency of cleaning of frequently used communal areas such as kitchen and bathrooms. Dishwasher to be run daily if full. •Deliveries to office: Item to be deposited in communal foyer unless heavy then in meeting room. • Facemasks and gloves 	L

					<ul style="list-style-type: none"> •Avoid sharing office stationery, use own pens etc •Kitchen to be wiped down after each use •Last person in the office to wipe down all communal areas, handles, kitchen area, cabinets etc. •Clear desk and floor policy - No items to be left on desk or floor including stationary. 	available if requested	
	Social Distancing	Not able to social distance	<ul style="list-style-type: none"> •Council staff •Contractors •Delivery drivers •Visitors 	L	<ul style="list-style-type: none"> •Social distancing always applies •Workstations are at least 1m apart • Staff to observe staggered start/end times •Limit the number of people in each space to enable social distancing to be maintained. •Staff/visitors provided with face masks/gloves •No visitors to enter office – staff only. •If necessary, any visitor to be seen in meeting room by appointment only 	<ul style="list-style-type: none"> • Display signs to remind people to social distance, and limit of number of people allowed in space. (At entrance to building and office) • Holding meetings virtually • Staff meeting in LMR 	L
	Ventilation	In sufficient ventilation	<ul style="list-style-type: none"> •Council staff •Contractors •Visitors 	L	<ul style="list-style-type: none"> •Fresh air is the preferred way of ventilating the office •Sufficient ventilation available for Office. •No ventilation available in staff toilets. •Opening windows & doors •Windows used to regulate office ventilation. 	Depending on external temperature, consider opening the windows to allow for fresh air to circulate	L
	Vulnerable workers	Identify staff with specific requirements	Council staff	L	<p>Ascertain if any Council staff fall into one of these categories:</p> <ul style="list-style-type: none"> Clinically extremely vulnerable People self-isolating People with symptoms of COVID-19 Groups who may be at a higher risk of poorer outcomes health conditions – diabetes/high BMI/older males/BAME <ul style="list-style-type: none"> •Establish with all employees what their personal risks are and their individual requirements •Identify how and where someone in one of these categories will work in line with current government guidance. 		L

	Mental Health	<ul style="list-style-type: none"> •Poor mental health and well being •Anxiety regarding COVID 19 	Council staff	M	<ul style="list-style-type: none"> •Work adjustment assessment to be considered for all staff. •Weekly staff meetings in place. •Staff involved in completing risk assessments so they can help identify potential problems and identify solutions •Staff to be kept up to date with latest information and advice •Discuss the issue of fatigue with employees and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours. •Risk assessment shared with staff for their comments and reviewed with staff on a regular basis. 	<ul style="list-style-type: none"> • Share information and advice with workers about mental health and well-being. • Consider additional help if personal stress and anxiety issues are identified. 	L
	Commuting	Unable to social distance during commute to/from work	Council staff	M	<ul style="list-style-type: none"> •Review travel arrangements for staff: Do they travel on public transport? Do they car share? 	If attending external meeting staff can travel separately.	L
	Sickness	Staff feeling unwell	Council staff	M	<ul style="list-style-type: none"> •All employees are fully vaccinated •If anyone becomes unwell with a new continuous cough or a high temperature in the office they will be sent home and advised to follow the stay at home guidance •If advised that a member of council staff or public has developed Covid-19 and were recently on the premises (including where a member of the council has visited other premises) the town clerk will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. •Communicate status to council. 	<ul style="list-style-type: none"> • Additional support to be offered to staff affected by COVID-19 or who has a family member affected. • Internal track and trace Utilise staff Whatsapp group. 	L

	Gloves	Identify activities which require gloves to be worn	<ul style="list-style-type: none"> •Council staff •Contractors 	L	<ul style="list-style-type: none"> •Where a risk assessment identifies wearing gloves as a requirement for the job, an adequate supply of these will be provided. •Wear gloves to limit contact with surfaces & items •Staff to be instructed on how to remove gloves carefully to reduce contamination and to dispose of them safely •Staff regularly engaged in collecting rubbish on Council property have been issued with disposable masks and gloves. •Litter pick equipment already in use to minimise contact with waste items. 	<ul style="list-style-type: none"> • Ensure that operator is fully aware of risks and how to minimize them. • Advise operator how to dispose of gloves safely 	L
	<ul style="list-style-type: none"> •Delivery Drivers •Contractors 	Transmission of C19	<ul style="list-style-type: none"> •Delivery drivers •Contractors 	M	<ul style="list-style-type: none"> •Legal requirement to provide adequate welfare facilities available during their work •Toilet and hand washing facilities available if requested • Must clean area after use with appropriate cleaning materials 		M

Hazard Severity

Low Risk	Trivial/Negligible	Unlikely to occur
Medium Risk	Minor – Severe injury	Occasional occurrence
High Risk	Death - Severe injury	Likely to occur

Risk Matrix

		Severity		
		High		
Probability	High			
	Medium			
	Low			
		Low	Medium	High

Version	Owner	Date Approved	Minute Ref	Website updated	Next Review
V1	Town Council	20/07/2021	21/088	10/09/2021	2023